

**Position Title: Part-time Feral Cat Coordinator**

**Town of North Hempstead Animal Shelter**

**Salary: \$25/ Hour**

**Responsibilities:**

- Act as a liaison with the Town of North Hempstead Animal Shelter and its residents to ensure success of the Feral Cat trap-neuter-return (TNR) program.
- Promote and educate the public about feral cats and the services offered. Provide resources and assistance to constituents on cat related topics.
- Resolve grievances and provide suggestions to constituents whose calls relate to cats as a public nuisance.
- Answer TNR and cat related service requests in a timely manner to address resident complaints and requests for TNR clinics and trapping services. Coordinate trapping efforts with residents and trapper.
- Schedule monthly clinic appointments with residents accordingly. Update service requests with outcomes.
- Maintain communication with shelter staff, vet staff, and trapper.
- Implement trap-neuter-return program rules and guidelines to ensure program compliance.
- Manage a trap-loan program, inventory, and keep traps in working order. Instruct constituents on use and safe operation of traps.
- Supervise TNR clinics from drop off to pick up. Ensure that cats are properly labeled and identified upon clinic intake and all corresponding paperwork is in place. Observe post-surgical cats.
- Communicate with vets and cat caregivers concerning medical decisions.
- Manage accurate record keeping. Keep statistics of cats that come to the clinics. Receive, review and forward monthly invoices and reports to Supervisor.

**Requirements:**

- Excellent customer service skills and experience working with the general public.
- Strong interpersonal skills to handle sensitive situations.
- Understanding of cat health, behavior, handling, and trapping.
- Communicate with vets and cat caregivers concerning medical decisions.
- Ability to navigate the internet and software such as Microsoft Outlook, Word, Motorola Solutions CSR.

- Ability to work autonomously and to use sensible judgement, especially in critical situations.
- Ability to navigate the internet and software such as Microsoft Outlook, Word, Motorola Solutions CSR.
  
- Must be able to work in all weather conditions.
  
- Must be able to lift and carry 40 plus pounds at a time.
  
- Willing to work various hours and dates, including weekends as needed.
  
- Must possess and maintain a valid driver's license. Must be comfortable driving a van.
  
- Spanish speaking a plus.

**Those wishing to apply can email a resume and cover letter to our Human Resources Commissioner Bob Weitzner at: [careers@northhempsteadny.gov](mailto:careers@northhempsteadny.gov)**